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Personnel

SEPARATION DOCUMENTS

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(Mr James H. Jones)
Supersedes AFR 35-6, 1 January 1990.

Certified by: HQ AFMPC/DPMA
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This instruction explains how to control, prepare, and distribute separation documents and control lists of Separation Program Designator codes. Separation occurs when members of the Air Force leave active duty, move from one active duty status to another, or are discharged, retired, transferred, dismissed, or released. This instruction implements Air Force Policy Directive 36-32, *Military Retirements and Separations*, 14 July 1993, Department of Defense Instruction 1336.1, 6 January 1989; and portions of DoD Directive 1332.14, 28 January 1982.

The Privacy Act of 1974 affects this instruction. Title 10, U.S.C., Sections 1168 and 1169, authorize the maintenance of the system of records FO35 MPC U, *Separation Case Files*, prescribed by this instruction. A Privacy Act statement must be included on DD Form 214WS, **Worksheet for Certificate of Release or Discharge from Active Duty**.

Major commands and lower levels must submit proposed supplements for approval to Headquarters Air Force Military Personnel Center, Airman Separations Section (HQ AFMPC/DPMARS2), 550 C St West, Ste 11, Randolph AFB TX 78150-4713. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8). **Attachment 1** is a glossary of references, abbreviations, acronyms, and terms.

SUMMARY OF REVISIONS

This is the initial publication of AFI 36-3202, substantially revising AFR 35-6, 1 January 1990. It removes the phrase that limited the legal effect of the DD Form 214, **Certificate of Release or Discharge From Active Duty**, on separation; deletes the requirement to notify HQ AFMPC/DPMARS1 when a regular officer will separate overseas; requires The Air National Guard of the United States (ANGUS) and US Air Force Reserve (USAFR) to fill out DD Form 214 for their members serving on an initial active duty for training tour; eliminates the requirement for overseas members to separate at a port separations facility, deletes the requirement that reserve components issue DD Form 257AF, **Under Honorable Condi-**

tions (**General**) and 794AF, **Discharge Under Other Than Honorable Conditions**, bringing them in line with active duty policy; requires that DD Form 214, copy 4, be issued to the member on the date of separation; deletes the authority for military personnel flight (MPF) to accomplish DD Form 215, **Correction to DD Form 214, Certificate of Release or Discharge From Active Duty**; changes the "date entered active duty" on DD Form 214, item 12a, to the continuous active duty date; adds to **Table 1**, the requirement that a DD Form 214 be issued when the member is released from active duty following call-up, partial mobilization, or full mobilization, regardless of how long the member has served on active duty; adds information to DD Form 214, item 18; and updates the addresses for state veterans' affairs directors, **Attachment 4**.

Section A—Citing Authority

1. Authority for Separation. Members who separate from active service are issued separation documents as authorized by the law (**Attachment 1**) and Department of Defense (DoD) and US Air Force (USAF) separation policies and procedures. Do not cite this instruction as an authority for separation. AFI 36-2102, *Preparation of Personnel Selected for Relocation-Base Level Procedures* (formerly AFR 35-17), tells how to process a member for separation at base level. The War and Mobilization Procedures are in **Attachment 2**.

Section B—Preparing the Documents

2. What Are Separation Documents Used For?

2.1. DD Form 256AF, **Honorable Discharge**, is used to discharge members who leave the Air Force with an honorable characterization and not released to the reserve forces. Members who fulfill their obligation with the reserve forces are issued this certificate when discharged with an honorable characterization. This certificate is issued to all active duty enlisted members who reenlist within 24 hours of their separation.

2.2. DD Form 214, **Certificate of Release or Discharge From Active Duty**, meets the legal requirements for issuing a discharge certificate (10 U.S.C. 1168) and:

2.2.1. Provides the military services with information about military personnel for administrative purposes.

2.2.2. Helps determine eligibility for reenlistment.

2.2.3. Provides separating members with brief, clear records of their active military service at the time they are transferred, released, discharged, or retired.

2.2.4. Provides government agencies with information they need to administer the federal and state laws that apply to persons who have been discharged, otherwise released, or transferred to a Reserve component.

2.3. DD Form 214WS, **Worksheet for Certificate of Release or Discharge From Active Duty**, helps personnel to prepare DD Form 214 and to make sure the data entered on the form is accurate.

2.4. DD Form 215, **Correction to DD Form 214, Certificate of Release or Discharge From Active Duty**, (**Figure 1**), corrects errors found after a DD Form 214 is issued or completes a DD Form 214 with up-to-date information. Only the agencies listed in **Table 1**, and paragraph 18.2 may prepare this form.

3. Who Issues Separation Documents?

3.1. Normally, the MPF issues discharge or release-from-active-duty separation documents. Exceptions are:

3.1.1. HQ AFMPC, Records Management Division (DPMDO), and Headquarters Air Reserve Personnel Center, Reference Services Branch (HQ ARPC/DSMR), issue separation documents when they are instructed to do so by the Air Force Board of Correction of Military Records (AFB-CMR) or the Air Force Discharge Review Board (AFDRB).

3.1.2. HQ AFMPC/DPMDO issues discharge certificates (DD Forms 256AF) to members who are removed from the temporary disability retired list (TDRL) and discharged; or according to the guidelines contained in AFI 36-2602, *Active Duty Service Determinations for Civilian or Contractual Groups* (formerly AFR 30-45).

3.1.3. The Air National Guard of the United States (ANGUS) or US Air Force Reserve (USAFR) MPF or the consolidated Reserve personnel office (CRPO) that services the unit of assignment prepares DD Form 214 for a Reserve member who completes 90 continuous calendar days or more of active duty or active duty for training, or an initial active duty training tour. HQ ARPC/MSPPP initiates DD Forms 214 for individual mobilization augmentees (IMA).

4. When to Use DD Forms 214 and 256AF.

4.1. Issue DD Form 214 as required by [Table 2](#).

4.2. Do not issue any other discharge certificate to:

4.2.1. Enlisted members of the Regular Air Force who are released from active duty and transferred to a Reserve component.

4.2.2. Reserve members who are released from active duty to revert to a Reserve component that is not on active duty.

4.2.3. Members who are retired. *Note: See AFIs 36-2902, Physical Evaluation for Retention, Retirement and Separation (formerly AFR 35-4) and 36-3203, Service Retirements (formerly AFR 35-7), concerning retirement certificates.*

4.2.4. Officers vacating an appointment by accepting an incompatible office or civil office. *Note: See Title 10 U.S.C., Section 973 for more information.*

4.2.5. Airmen discharged to accept appointments as commissioned officers of the Air Force without a break in active service.

4.2.6. Members discharged from active military service with an entry-level separation, whose discharge is under honorable conditions (general) or whose service is characterized as under other than honorable conditions.

4.2.7. Members discharged under honorable conditions (general), under other than honorable conditions, or bad conduct or dishonorable discharges.

4.3. HQ AFMPC/DPMARS2 can direct you to issue DD Form 214 under other conditions.

4.4. Issue DD Form 256AF for an honorable discharge (including airmen who reenlist within 24 hours) except when Reserve officers are discharged to accept appointments as Regular commissioned officers. For entries authorized on discharge certificates, see [Table 3](#).

4.5. When members are ordered to active duty in a national emergency or war, the issuing agency gives them a DD Form 214 upon release from active duty, regardless of how long the members served on active duty.

4.6. The Commander, Air Reserve Personnel Center (ARPC), uses automatic data processing equipment to discharge members of the Air Force Reserve assigned to ARPC.

5. Preparing DD Form 214.

5.1. Separating agencies ask individuals to complete DD Form 214WS, if applicable.

5.2. Prepare the DD Form 214 worksheet using the unit personnel records group (UPRG) information contained in the report of individual personnel (RIP) from AFMPC. Make sure the individual has reviewed the RIP.

5.3. Use the training documents obtained from the member. Ask the local office of primary responsibility (OPR) to help resolve questions about particular data items. Review the data entered on the worksheet to be sure it is right before copying it on the DD Form 214.

5.4. Use **Table 4.** to complete DD Form 214. Put an entry in every item on the form.

5.5. Type all entries on the DD Form 214 except the signature. Do not use abbreviations except as shown in **Table 4.** Be sure that the copies of DD Form 214 that you send to government agencies, especially the Department of Veterans' Affairs and the Department of Labor, are clear and easy to read.

6. Continuation Sheets.

6.1. If the data for items 1 through 17 takes up more space than is allowed, enter as much as possible and note that it is continued on item 18. If you need more space, continue on plain white bond paper. For the continuation sheet format, see **Attachment 3.** Make a note at item 18 that there is further information on the continuation sheet (see **Table 4.**).

6.2. Do not make a continuation sheet just to note how copies 3 and 5 will be distributed. Make these entries on the reverse side of copy 2.

6.3. Do not put entries for items 23 through 30 on the continuation sheet.

7. Incomplete DD Form 214.

7.1. Do not delay a member's separation just because you don't have all the information needed for DD Form 214.

7.2. Try to get the missing information. Ask the member's last servicing MPF or send a request by message (MINIMIZE included) to HQ AFMPC, Airman Actions Branch (DPMDOA), for airmen, or HQ AFMPC, Officer Actions Branch (DPMDOO), for officers.

7.3. If you can't get the data through PDS or one of these sources, fill out DD Form 214 as completely as possible. If you are the MPF Personnel Relocation Element or other separating activity:

7.3.1. Tell the separating member that the appropriate agency (see **Table 1.**) will issue DD Form 215 (**Figure 1.**) when it gets the information it needs.

7.3.2. Tell the separating member to contact that agency if the member doesn't receive the DD Form 215 within 60 days.

7.3.3. Note on the DD Form 214, item 18 (Remarks Section) that DD Form 215 is being issued.

7.3.4. Obtain the missing information as soon as possible.

7.3.5. If you are still missing information for DD Form 215, write a letter explaining why you need the DD Form 215 and what you did to try to get the missing information. The MPF chief or a similar official in another separation facility signs this letter. Staple the letter to the front of the unit personnel record group (UPRG) before forwarding it according to AFI 36-2608, *Military Personnel Records Systems* (formerly AFRs 35-22, 35-44, 31-4 and 35-96).

7.4. DD Form 214 is an important record of service. Prepare it as completely and accurately as possible.

7.4.1. Items 1, 3, 4, 12, and 18 through 30 and DD Form 215, items 1, 3, 5, and 7, are overprinted with a reproducible screen tint using security ink to make alterations readily discernible. Make no corrections in the screened items.

7.4.2. Make sure that unavoidable corrections or changes in the unshaded items are neat, easy to read, and initialed on all copies by the authenticating official. Do not change any of the copies after the original has been delivered. Tell the recipient that any changes or alterations will void the DD Form 214.

Section C—Controlling Forms and Codes

8. Controlling DD Forms 214 and 215.

8.1. DD Forms 214 and 215 are important to former members who seek veterans' benefits, reemployment rights, and unemployment insurance. They provide authoritative information to civilian and government agencies, who use it to validate veterans' eligibility for benefits. Because they are important and sensitive forms, they are vulnerable to fraud. Transmit, store, and destroy them in a way that prevents unauthorized use. Do not discard intact forms.

8.2. DD Form 214WS is marked worksheet on the body of the form. Treat this form as you would DD Form 214.

8.3. The chief, MPF, or a comparable official of each unit or activity and of the agencies listed in table 1, appoints in writing a commissioned officer, noncommissioned officer (staff sergeant or above), or civilian (GS-5 or above) to control blank DD Forms 214 and 215 (see **Table 4.**, rule 39).

8.3.1. The person responsible for controlling blank forms: Secures all forms after duty hours; and destroys all obsolete forms; clearly voids forms that are given to personnel for training or instruction; [squ] and destroys discarded forms, including those that are blank or partially completed, and any reproduced copies of DD Form 214.

9. Controlling Separation Program Designator (SPD) Codes.

9.1. SPD codes identify the type of separation for officers and airmen and the reason for separation. They are intended solely for internal use by DoD and are not intended to stigmatize individuals. The

DoD uses them to compile separation statistics, collect and analyze data, and help determine whether personnel policies need to change.

9.2. You must stamp all lists of SPD codes "*For Official Use Only*", including those used in MPF elements, according to AFI 37-131, *Air Force Freedom of Information Act Program* (formerly AFR 4-33). Do not give them to any agency or person outside the DoD. Use the Freedom of Information Act (5 U.S.C. 552) as authority to keep the lists from the public. See AFIs 37-131 and 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35) for denying access.

9.3. Separating members are entitled to know their own SPD code. The code appears on copy 4 of the DD Form 214 that you give to the separating member.

9.4. SPD codes do not show all the circumstances relating to a separation. For this reason, and because codes may be outdated, you must not use them for any unauthorized purpose.

Section D—Distributing Separation Documents

10. Distributing DD Form 214.

10.1. Because the DD Form 214 is the document that separates a member from the Air Force, you must not issue it before the date of separation. Hand the original DD Form 214 and copy 4 to the separating member before he or she leaves the separation facility on one of the following: The date that separation from active duty is effective; and the date when authorized travel time starts for a Reserve member reverting to inactive status.

10.1.1. Have the member initial DD Form 214, item 30, for receipt of copy 4.

10.1.2. Explain to members that copy 4:

- Is valuable as an official record.
- Shows their service characterization, their eligibility for reenlistment, and the reason for their separation.
- Shows information the Department of Veterans' Affairs and state unemployment offices need in order to determine their eligibility for benefits based on their military service. Members who do not have copy 4 must wait for their eligibility to be verified.
- Is useful in asking for a review of the discharge action or seeking to reenter one of the Armed Forces.

10.1.3. When it is not possible to deliver the original DD Form 214 personally to the separating member on the effective date of separation, mail it. Mail the original when the member is: On leave; at home awaiting disability separation; in civil confinement; or separated in absentia.

10.1.4. For an incompetent member, deliver the original in person or by mail to the next of kin or guardian.

10.2. Mail legible copies 3, 5, and 6 on the first workday after the separation date (see [Table 5](#)).

Note: The MPF or responsible office must mail these forms punctually.

10.3. If the member is an alien discharged in absentia or a naturalized member discharged under other than honorable conditions, refer to [Section H](#).

11. Distributing Other Separation Documents.

- 11.1. See AFI 37-128, *Administrative Orders* (formerly AFR 10-7) for distributing separation orders.
- 11.2. Give or mail the discharge certificate to the member with the original DD Form 214. Commanders may choose to present the certificate (paragraph 17.).
- 11.3. See AFI 36-3203 (formerly AFR 35-7) for instructions on how to deliver retirement certificates.

12. Undeliverable Separation Documents.

- 12.1. If the MPF cannot deliver separation documents to the member, mail them to HQ AFMPC/DPMDOM2D (**Attachment 1**). Explain in the transmittal letter why you did not deliver the documents as required by paragraphs 10. and 11.
- 12.2. The Air Force Reserve sends undeliverable discharge certificates to HQ ARPC/DSMP. ARPC files them in the master military personnel record before shipping the record to the National Personnel Records Center (NPRC).

13. Replacing Separation Certificates. AFI 36-2608 (formerly AFR 31-4) tells how and where to apply for a certificate in lieu of a lost or destroyed certificate of service, discharge, or retirement.

Section E—Separation Procedures

14. Effective Time. Separation is effective at 2400 on the date of separation; however, for Uniform Code of Military Justice (UCMJ) purposes, separation is effective when the member receives the discharge certificate (either DD Form 214 or 256AF, or both) and final pay. If the MPF finds out before then that the member, for whatever reason, will not separate, then destroy the separation documents. Prepare new documents when the member is separated.

15. Where Members Are Separated.

15.1. Usually, members serving in the Continental United States (CONUS) are separated at the duty base or the nearest base that can process the separation. If the duty base cannot process the separation, the members are placed on temporary duty (TDY) at the nearest base that can process the separation. They do not need to make a special trip to pick up the separation documents. The base sends these papers to the commander for delivery on the date that the separation is effective.

15.2. Members serving overseas have two options where they may separate or retire other than in the overseas area (paragraph 16.). Alaska, Hawaii, and Guam are not considered overseas for separation purposes. Assigned MPFs separate members there.

15.2.1. Under option 1 a member can elect any base in the United States to separate or retire which is nearest or directly enroute to the location the member believes to be the final residence.

15.2.1.1. Overseas bases will completely out-process the member prior to departure. Final out-processing at the overseas base includes the preparation of the AF Form 100, **Request and Authorization for Separation**, and DD Form 214 in final form but not authenticated.

15.2.1.2. Overseas MPFs give the stateside processing base a minimum of a 5-workday notice of the arrival of the separating member.

15.2.1.3. Stateside processing base acknowledges receipt of the notification message and notifies the losing MPF within 72 hours after scheduled arrival date of the failure of a member

to report for separation or retirement.

15.2.2. Under option 2 a member can elect complete separation or retirement processing at the overseas base and travel directly to final destination.

- This option is open to any member who agrees to take at least 5 days of terminal leave or permissive temporary duty immediately preceding the date of separation (DOS) or retirement. This requirement ensures the member completes the final travel to the United States prior to date of separation or retirement.
- Overseas MPF accomplishes separation requirements with the exception of authenticating the DD Form 214.
- Member must call 1-800-472-3654 upon arrival in the United States so that HQ AFMPC/DPMARS2 can notify overseas MPF to authenticate and mail the member's DD Form 214 on DOS. Overseas MPF keeps a suspense list of all members who select this option and notify HQ AFMPC/DPMARS2 of members who remain unaccounted for on their DOS. Include all information needed to contact the member.

15.3. On a case-by-case basis, HQ AFMPC/DPMARS2 may authorize separation at other locations and give the necessary processing instructions.

16. Requests for Separation in Overseas Areas.

16.1. Members serving in an overseas area may wish to separate there. To separate overseas, the member: Requests separation in writing to unit commander; agrees to let the Air Force give information from the records to authorities of the foreign government (see paragraph 19.4); and shows that he or she has met all the requirements of the applicable status-of-force agreement and that authorities of the country concerned do not object.

16.1.1. These procedures do not apply to: Members serving in Alaska, Hawaii, Guam, or US possessions or territories; non-CONUS residents serving in their home state or territory; and members who will continue to serve on active duty in another status.

16.2. Overseas MAJCOMs set local rules for applying for separation. MAJCOMs may approve or disapprove applications except when: The member is being separated for security reasons; substantial evidence exists that separation in the foreign country would adversely affect the security interests of the US; and the member is serving a sentence in a foreign penal institution. In these instances, send requests to HQ AFMPC/DPMARS2.

16.2.1. MAJCOMs may delegate this authority to commanders who exercise special court-martial convening authority. Disapproval authority may not be further delegated.

The special court-martial authority may delegate approval authority to the base director of personnel.

16.3. Do not separate members in a foreign country until they have the documents they need to stay in the country legally. Command supplements must tell which documents are needed in each country and they must refer to applicable laws.

16.4. Do not allow members to go to another overseas base just to be separated in a more desirable place.

16.5. Tell members who ask for separation in an overseas area that they will no longer have logistical support privileges. Tell them how long they will be entitled to return transportation to CONUS at government expense.

17. Departure Ceremony.

17.1. The MPF personnel relocation office notifies the immediate commander when preparing to separate a member. If it is appropriate, the commander expresses the Air Force's appreciation for the member's service. The commander in an overseas unit of assignment makes this gesture for members who will separate on their return to CONUS. CONUS commanders may choose to present the discharge certificate to the separating member.

17.2. Some ways to recognize service or express appreciation are: Recommending the member for an award (AFI 36-2803, *Individual and Unit Awards and Decorations* (formerly AFR 900-48)); delivering a letter of appreciation from the immediate or higher commander or both; and [\[squ \]](#)giving a personal expression of farewell from the immediate commander.

Section F—Post Separation Procedures

18. Correcting DD Form 214.

18.1. Once a DD Form 214 has been issued, do not reissue it unless one of the following applies:

18.1.1. You are directed to do so by an appellate authority, by Executive Order, or by the Office of the Secretary of the Air Force.

18.1.2. Data in items 24, 25, 26, 28, or 29 needs correction.

18.1.3. In order to correct or complete the original DD Form 214 you would need to issue more than one DD Form 215.

18.1.4. Two DD Forms 215 have already been issued and further correction is needed.

18.1.5. A second DD Form 215 changes the same item as the first DD Form 215.

18.2. MPFs and other separation facilities in the field don't correct errors found after the original DD Form 214 has been delivered. The chief or noncommissioned officer in charge (NCOIC) of the personnel relocation office or higher level must sign requests for corrections.

18.2.1. Send the requests to the appropriate agency, listed in [Table 1](#). If none of the rules in table 5 applies, send the request for correction to the custodian of the master personnel record (MPerR) (see AFI 36-2608 (formerly AFRs 31-4, 35-22, 35-44 and 35-96). Include source documents (AF Form 418, **Selective Reenlistment Program Consideration**, separation orders, and so forth) supporting the request when appropriate.

18.2.2. The separation facility notifies the responsible agency if an error is found on the DD Form 214 after it has been distributed.

18.3. The distribution and Privacy Act accountability of the DD Form 215 are the same as for the DD Form 214 it corrects.

19. Copies of the DD Form 214.

19.1. Former members who want copies of DD Form 214 held in their MPerR must ask for them in writing. For agencies authorized to issue copies, see **Table 1**. *Note: MPFs may issue copies of the DD Form 214, copy 7, which is placed in the relocation folder, if the member's request is made within 90 days of separation.*

19.2. For DD Forms 214 issued before 1 October 1979, the agency sends the member one completed copy and one copy with the following information deleted: Specific authority for separation; reason for separation; reenlistment eligibility code; and SPD or separation designation number (SDN).

19.3. For DD Forms 214 issued after 1 October 1979, the agency sends the member one copy with the Special Additional Information Section and one copy without.

19.4. Do not issue a copy of a DD Form 214 to another person or agency unless a former member provides specific written authorization. The member's authorization must specifically state that DD Form 214, copy 4, or DD Form 214 with the Special Additional Information Section may be released to the third party.

19.4.1. If the member's authorization does not state which specific DD Form 214 copy may be released, issue a facsimile of DD Form 214, copy 1 (without Special Additional Information Section).

19.4.2. If the member's authorization is for a DD Form 214 issued before 1 October 1979 and it does not specifically request that those items be provided, delete the items listed in paragraph **19.2** before releasing a copy.

Section G—Status of Discharge

20. Requesting the Reason for Discharge.

20.1. A former member may take an original DD Form 214 to the nearest MPF to get an explanation of the reason for discharge from a given period of service.

20.2. If the MPF can determine the reason for separation from the DD Form 214, the personnel relocation element: Gives the member a letter of explanation from a person authorized to sign DD Forms 214 (for the memorandum format, see **Figure 2**); returns the original DD Form 214 to the member along with the original memorandum; sends a copy of the memorandum to the custodian of the MPerR.

20.3. If the MPF cannot find the reason for separation in DD Form 214, the MPF personnel relocation element refers the request to HQ AFMPC/DPMARS2 by sending the original DD Form 214, the member's mailing address, and a copy of the separation order, if one is available; and notifies the person of the referral.

21. Reviewing a Discharge.

21.1. The Air Force Discharge Review Board was set up under 10 U.S.C. 1553 and the Air Force Board for Correction of Military Records under 10 U.S.C. 1552. For information about each Board's authority to review discharges, see **Attachment 5**. Give a copy of this attachment to airmen who are separated under circumstances (except retirement) that make them ineligible for reenlistment, and to officers discharged under adverse conditions.

21.2. Attach DD Form 293, **Application for the Review of Discharge or Dismissal From the Armed Forces of the United States**; DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, U.S.C., Section 1552**; and SF Form 180, **Request Pertaining to Military Records**, to the fact sheet given to the member.

Section H—Naturalized Personnel and Aliens

22. Naturalized Personnel Separated Under Other Than Honorable Conditions.

22.1. Individuals acquire US citizenship through service in the US Armed Forces during specified periods (see AFP 211-28, *Naturalization and Citizenship*, and Title 8 U.S.C. 1440). Such individuals may have their citizenship revoked if they are separated under other than honorable conditions.

22.2. When a naturalized member is separated under other than honorable conditions, the separating activity notifies the Immigration and Naturalization Service (INS) (**Attachment 1**). On the letter reporting the separation, show: Member's full name; date and place of separation; future home address; certificate of naturalization number; name under which naturalized, if different from name at separation; date and place of birth; date and place of naturalization; and service characterization.

23. Aliens Discharged for Alienage and Desertion.

23.1. HQ AFMPC/DPMARS2 may authorize discharge in absentia when an alien deserter goes to live in a foreign country. In such cases the alien typically may not return to the United States as an immigrant alien. If you are in charge of the separating facility in such a case:

23.1.1. Send a copy of the original DD Form 214 to the Department of State Visa Office (**Attachment 1**). Enter the place of birth in item 18. The letter of transmittal explains that the person was discharged in absentia for alienage and desertion.

23.1.2. Report the details of the discharge to the INS (**Attachment 1**); account for disclosure of personal data as required by AFI 37-132 (formerly AFR 12-35). State in the memorandum that the airman was discharged for alienage and desertion and give: Dates of the unauthorized absence; the member's full name, address, and SSN; country of birth; complete address in the country of residence when discharged; alien registration number if known; declarant number shown on DD Form 1966, **Record of Military Processing--Armed Forces of the United States**; and date of enlistment in the Air Force. *Note: List blocks that require continuation in numerical order.*

Figure 1. DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge From

Your reenlistment eligibility for the above service is _____.

Your separation or retirement was authorized by (see note 2).

(signature)

(type name, grade, USAF)

(title)

NOTES:

1. Give narrative reason for separation or retirement without reference to the member's SPD (for example, early release to attend school, First-Term Airmen Early Release Program). For separations after 1 July 1974, use narrative from AFR 700-20, SE 602.
2. Show directive number only. Do not reference a specific paragraph or subparagraph.

Table 1. Agencies Authorized to Prepare or Issue Copies of DD Form 214 or 215 (See note).

A	B	C
R If member has U L E	and military status is	then send request to
1 retired on temporary disability officer (includes general officer) retired list (TDRL)		HQ AFMPC/DPMDOO, 550 C Street West, Suite 22, Randolph AFB TX 78150-4722.
2	airman	HQ AFMPC/DPMDOA, 550 C Street, West, Suite 22, Randolph AFB TX 78150-4722.
3 retired (with pay)	general officer	HQ AFMPC/DPMDOO, 550 C Street, West, Suite 22, Randolph AFB TX 78150-4722.
4	other officer or airman	NPRC/NCPMF, GSA, 9700 Page Ave, St. Louis MO 63132-5200.
5 been discharged		
6	USAF Academy cadet	USAFA/DPY, USAF Academy CO 80840-5490.
7 been released from active mili- tary service to the ANGUS or USAFR	officer or airman	HQ ARPC/DSMR, 6760 E. Irvington Pl, Denver CO 80280-5000.
8 separated to continue in active service	officer	HQ AFMPC/DPMDOO, 550 C Street, West, Suite 22, Randolph AFB TX 78150-4722.
9	airman	HQ AFMPC/DPMDOA, 550 C Street, West, Suite 22, Randolph AFB TX 78150-4722.
10 IMAs and RDs who participated 90 or more consecutive active duty days when mobilized or needs corrections to a DD Form 214	officer and airman	HQ ARPC/MSPPP, 6760 E. Irvington Pl, Denver CO 80280-5000.

NOTE:

HQ AFMPC/DPMDOM maintains the MPerRGp on all personnel discharged or retired from active duty for a period of 90 days after separation. During this period, send requests for corrections to HQ AFMPC/DPMDOO (officers), to HQ AFMPC/DPMDOA (airmen) for discharges and individuals placed on TDRL, and to HQ ARPC/DSMR for release. After the 90-day period, forward requests for correction of DD Forms 214 to NPRC/NCPMF. HQ AFMPC/DPMDOM retains and maintains the MPerRGp on

TDRL. HQ AFMPC/DPMDOO and DPMDOA respond to corrections on these records. MPFs may issue copies of the DD Form 214, copy 7, if the member requests it within 90 days of separation.

Table 2. Issuing DD Form 214.

	A	B	C
R U L E	If a member is being separated	because of	then issue a DD Form 214
1	from a period of active duty, active duty for training, full-time training duty, a special tour of active duty, active duty for special work, or an active Guard/Reserve (AGR) tour, according to 10 U.S.C. 672, 32 U.S.C. 503, or 32 U.S.C. 505	completion of active service as a member of the Regular Air Force	Yes.
2		disability	
3		completion of 90 continuous calendar days or more active duty (for ANGUS or USAFR member) (see note 1)	
4		completion of an initial tour of active duty training or separating for cause (for ANGUS or USAFR airman)	
5		release from a status legally determined to be void	
6		dismissal from the service under a sentence of general court-martial (see note 2)	
7		an order to active duty in time of national emergency or war, regardless of length of time served on active duty	
8		an order from the Secretary of the Air Force that the member be dropped from the rolls of the Air Force	No.
9		death	
10		any circumstance when the Secretary of the Air Force directs that no discharge documents be issued	

11	from one status to continue in another	immediate reenlistment or enlistment	
12		transition from a Reserve appointment into the Regular Air Force	
13		discharge from cadet status to accept commission as a Regular officer	
14		expiration of enlistment for a cadet who entered the USAF Academy from enlisted status	Yes.
15		discharge from enlisted status to accept appointment as a commissioned or warrant officer	
16		transition from an officer appointment to an appointment in another service or in the Regular Air Force	
17		retirement with entitlement to pay	
18		removal from TDRL	No.
19	without entering on active duty	physical disqualification for entry when reporting for active duty	

NOTES:

1. Includes ending an AGR tour.
2. Applies to officers only. Airmen separated by sentence of court-martial are discharged.

Table 3. Authorized Entries on Discharge Certificates.

	A	B	C	D
L I N E	Information Required	Where Shown	How Shown	Example
	1 Name, SSN, grade, and component.	On the line provided under words, "This is to certify that."	Type member's name in all capital letters in signature order. List component as "Regular Air Force," "ANGUS," or "USAFR."	JOHN J. DOE 000-00-0000 Staff Sergeant Regular Air Force.
	2 Date.	Use space allotted on the line, "on the day of".	Type date shown on DD Form 214, item 12b.	23d day of June 1976.
	3 Identification of authenticating official (grade and branch of service: USAF).	Immediately below first of two lines at lower right of certificate.	Type the name of commander or designated officer (not below chief, quality force, MPF) of installation effecting discharge. Signature of official goes above typed identification.	
	4 Installation preparing certificate.	Immediately below the identification of the authenticating official.		

Table 4. How to Prepare DD Form 214.

	A	B	C	D
R U L E	Item	Title	Explanation (see note 1)	Example
	1	1	Name	Type name in full in capital letters, last name first. Do not use commas. Leave two spaces between the names. If the member is identified legally by initials only, enter the initials in the space provided for the first and middle names. Use abbreviations for junior, senior, second, or other designations as shown on DD Form 4-1-2, Enlistment/ Reenlistment Document--Armed forces of the United States, or AF Form 281, Notification of Change in Member's Official Records.

2	2	Department, Component, and Branch	Component in which member is serving at separation. Enter REG AF, USAFR, or ANGUS. Indicate cadet status.	AIR FORCE--REG AF, or AIR FORCE--USAFR, or AIR FORCE--ANGUS, or AIR FORCE USAFA CADET
3	3	Social Security Number	Self-explanatory.	123456789
4	4a	Grade or Rank	Active duty grade held at separation.	CAPT or MSgt
5	4b	Pay Grade	Equivalent numerical rating for the grade shown in item 4a.	03 or E7
6	5	Date of Birth	Use YYMMDD form.	510612
7	6	Reserve Obligation Termination Date	Expiration date (YYMMDD) of Military Service Obligation (MSO) or enlistment in a Reserve of the Air Force component, whichever is later. For enlisted members discharged or retired, and for officers who have an expired MSO, enter N/A (Not Applicable). An entry other than N/A must have an entry in item 9. Members with an MSO must be transferred to an Air Force Reserve component.	620612 or N/A
8	7a	Place of Entry Into Active Duty	Place of entry into the period of active duty that is ending. For RegAF airmen this is the enlistment office where the member entered the Air Force on his EAD date. The place of entry should never change during continuous period of active duty (see note 2). For all others, the place from which ordered to active duty.	Portland OR
9	7b	Home of Record at Time of Entry	For RegAF airmen, the home of record shown on the latest DD Form 4-1-2. Verification can be obtained through HQ AFMPC/DPMDOM. City, state or complete address if known.	112 Mull Street Kingsport TN 38004
10	8a	Last Duty Assignment and Major Command	Unit and major command of assignment where member last performed duty in his or her career field. Do not enter place of reassignment for separation processing. Give numerical designation and title exactly as it appears in the military record.	12ABG(AETC)
11	8b	Station Where Separated	Location of facility where separation documents were prepared. Do not enter the name of a hospital or similar institution.	Lackland AFB TX

12	9	Command to Which Transferred	When at separation the member enlists in, is transferred to, or reverts to Reserve of the Air Force status, enter component. Otherwise, enter Not Applicable. When a member reverts to ANG status, include the state. For members retired, discharged or placed on TDRL, enter Not Applicable.	USAFR; or ANG, State of New York; or Not Applicable
13	10	SGLI Coverage	Enter thousands of dollars of coverage; or, if none, mark the box with X.	200,000
14	11	Primary Specialty Number, Title and Years and Months in Specialty	Enter the primary AF Specialty code (PAFSC) and all additional AFSCs in which the member served for 1 year or more, during member's continuous active military service. In each AFSC, show the highest skill level in which the member performed duties. For each AFSC give the title with the years and months of service. For airmen separated from basic military training or officer training school to whom no AFSC has been awarded, use the reporting identifier. Use other reporting identifiers as awarded AFSCs according to AFIs 36-2108 and 36-2102. Do Not Use reporting identifiers 9A100, 9A200, 9J000 9P000, or 9U000 Use the title applicable to AFSC at the time the duty was performed. -For Officers: Make separate entries showing the highest skill level for separate AFSCs within career progression. -For Airmen: Do not make a separate entry for each skill level below 7-level. When AFSCs merge at the 9-level, make separate entries for the highest skill level in each AFSC below the 9-level. Use AFVAs 36-2102 and 36-2108, Officer/Airman Classification Structure Charts, to indicate the proper AFSC title.	-For Officers: 36P3, Personnel, 5 years. 36P4, Personnel, 7 years and 3 months. 38M4, Manpower, 7 years, 36C3, Chief, Mission Support, 3 years. -For Airmen: 3S051, Personnel Journeyman, 5 years. 3S071, Personnel Craftsman, 14 years, 3S090, Personnel Superintendent, 3 years.
15	12a	Date Entered Active Duty This Period	-For Officers: Show the date of entry on current tour of EAD. -For Airmen: Enter date entered Active Duty (EAD) for this period of continuous active duty. -For Reserve Airmen: Show the date ordered to EAD.	1975 Oct 30
16	12b	Separation Date This Period	Show the date when separation from active duty is effective. For members going on the temporary disability retirement list (TDRL), use the day prior to the "date of retirement" on the orders.	1979 Oct 29
17	12c	Net Active Service This Period	Years, months, and days of service between dates shown in 12b and 12a less time lost (see rule 61 and notes 3 and 4).	04 00 00

18	12d	Total Prior Active Service	Total of all active military service before the current period of continuous active service (excludes service in 12c above).	04 00 00 or 07 04 23
19	12e	Total Prior Inactive Service	Total of all inactive service. Includes inactive time not credited toward pay date.	00 03 14 or 00 00 00
20	12f	Foreign Service	Total foreign service during continuous active military service. Includes service in Alaska and Hawaii and other areas outside CONUS.	05 06 22 or 00 00 00
21	12g	Sea Service	Time assigned to a ship.	00 09 11 or 00 00 00
22	12h	Effective Date of Pay Grade	Effective date of active duty grade held at separation (item 4b). Show year, month, and day.	1975 May 13
23	13	Decorations, Medals, Badges, Citations, and Campaign Ribbons Awarded or Authorized (all periods of service)	List all decorations, unit awards, badges, and service awards. Show area of operation for Armed Forces Expeditionary Medal. All should reflect the correct title as it appears in AFI 36-2803. If none awarded, enter "None."	Meritorious Service Medal, AF Good Conduct Medal with two oak leaf clusters, Vietnam Service Medal, and National Defense Service Medal.
24	14	Military Education	List formal in-service training courses completed during continuous active military service. Omit only training courses for combat skills. Include Professional Military Education by correspondence through the Extension Course Institute. Show in-residence course length. You may use either weeks or hours to show course length. Use titles and abbreviations from the current Guide to Evaluation of Educational Experiences in the Armed Services. If no training was completed, enter "None."	Fire Prevention Technician, 4 weeks or 160 hours, Nov 1974. Public Information officer, 8 weeks, Dec 1975. Finance Supervisor, 13 weeks or 320 hours, Nov 1975. Squadron Officer School, 11 weeks or 440 hours, Dec 1979 (by correspondence).
25	15a	Member Contributed to Post-Vietnam Era Veterans' Educational Assistance Program (VEAP)	Mark YES with an X if member made any contribution (Public Law 94-502, Title IV). If member withdraws his or her contribution from VEAP account or did not participate, mark NO. See note 5. Does not count participation with the Montgomery GI Bill.	
26	15b	High School Graduate or Equivalent	Mark NO only if the member did not graduate from high school and does not have an equivalency certificate. Otherwise, mark YES.	

27	16	Days Accrued Leave Paid This Enlistment.	Do not leave blank. Enter-0- for zero or negative balance. Do not use any fraction other than .5.	33, 30.5, or -0-
28	17	Dental Care Within 90 Days of Separation	Make this entry if the SF Form 603, Health Record-Dental , or 603A, Health Record-Dental Continuation, indicates Separation examination and treatment completed within 90 days of separation, retirement, or release.	Mark YES if member was provided a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation. Mark NO if member was either not provided a complete dental examination, or all appropriate dental services and treatment were not provided within 90 days prior to separation, or both.
29	18	Remarks	Make only the entries authorized in rules 30 - 49, if they are applicable. Make no others unless specifically authorized by HQ AFMPC/DPMARS.	
30		Continuous Honorable Active Military Service	Include continuous honorable active military service for a member who has previously reenlisted without being issued a DD Form 214 and who is separated with any discharge characterization except honorable (DD, BCD, UOTHC, and Under Honorable Conditions [General]). "From" date is the date of initial entry into active duty, or the first day of service for which a DD Form 214 was not previously issued; the "to" date is the date before the current enlistment.	Continuous Honorable Active Military Service from 12 Jun 80 to 11 Jun 88.
31		Extensions of Enlistment or Period of Required Service	Do not include retention to make good time that was lost according to 10 U.S.C. 972.	Extension for service was at the request and for the convenience of the government.
32		Reserve of the Air Force (ResAF) Grade	If the grade shown in item 4a is lower than the member's ResAF grade, enter the ResAF grade.	Reserve of the Air Force Grade: MAJOR, 04.

33	Severance, Readjustment, Separation Pay and in the case of voluntary separation incentive, the number of years that payment will continue.	Give type and amount. See DoD Pay Manual, chapter 4, part 4.	Disability Severance Pay - \$; or Readjustment Pay - \$; or Non-disability Severance Pay - \$; or Separation Pay - \$; or Voluntary Separation Incentive - \$ paid annually for 12 years; or Special Separation Benefit - \$ Lump Sum.
34	Days in Nonpay or Excess Leave Status	Do not include time lost.	15 Jun 78 through 30 Jun 78, 16 days excess leave.
35	Cadet Service	Dates of attendance at a US military academy in cadet status.	Attended USAF Academy in cadet status 1 Jun 70 to 8 Dec 71. Service not creditable for any purpose in commissioned officer status.
36	Date of Reissuance	See paragraph 4. Do not make this entry if the appellate authority, Executive Order, or Secretarial directive specifies otherwise. MPFs and other separation facilities in the field are not authorized to reissue DD Form 214 after the original has been delivered.	Reissued for administrative corrections, 12 Oct 79.
37	Upgraded Service Characterization	When a reissued DD Form 214 shows an upgraded characterization of service, annotate copies 2 through 7 to show the upgrade, the date the application for upgrade was made, and the effective date of the corrective action.	Service characterization upgraded effective 1 Aug 79 based on application dated 15 May 79.
38	AFBCMR/AFDRB Directed Changes	When the AFBCMR or AFDRB directs changes that require a reissued DD Form 214, enter the remarks shown.	Reissued as directed by AFBCMR Memo, (subject), 16 Dec 91; or Reissued as directed by AFDRB #1212, 16 Dec 91.
39	Continuation of items 1 through 17 As Necessary	See instructions for applicable item. If more space is needed, see paragraph 6.	Item 13: Air Force Commendation Medal.

40	Requirement for DD Form 215	See paragraph 7.	DD Form 215 will be issued by HQ AFMPC/ DPMDO or HQ ARPC/ DSMR as applicable, to provide information for any item that needs correction or is incomplete.
41	First Term of Service	Determine initial term of service by category of enlistment for airman and initial active duty service commitment for officers.	Member (has) (has not) completed first full term of service.
42	Retirees recalled to active duty by Secretary of the Air Force (SECAF).	Retired Air Force members are subject to recall to active duty by SECAF. This statement does not apply to members being placed on TDRL.	Subject to recall to active duty by the Secretary of the Air Force.
43	Individual Ready Reserve Recall to Active Duty	Air Force members transferred to individual ready reserve are subject to recall to active duty and/or annual screening.	Subject to recall to active duty and/or annual screening.
44	Prisoners of War (POW)	Enter the length of time the member was a POW and the location, if applicable.	POW from 12 Jun 68 to 16 Dec 72 - Vietnam.
45	Computer Matching	Add a statement advising that the information contained on the DD Form 214 is subject to computer matching.	The information continued herein is subject to computer matching with the Department of Defense or with other affected agency for verification purposes and to determine eligibility for, or continued compliance with, the requirements of a Federal benefit program.
46	National Emergency or War Service	For Service members ordered to active duty in time of national emergency or war, note the actual dates of deployment into the theater of operation.	In Desert Storm Theater from 7 Sep 90 to 1 Dec 90.
47	Transition Assistance Management Program (TAMP)	Enter this item for members who are eligible for TAMP to ensure that benefits are given at any uniformed service facility.	TAMP Eligible.
48	Closing entry	After the last item, enter NOTHING FOLLOWS or SEE CONTINUATION SHEET unless block 18 is filled in completely (See attachment 3.).	-NOTHING FOLLOWS-

49		Distribution of Copies Outside Department of Defense	On copy 2 (only) of the DD Form 214 (master personnel record copy) show the distribution of copies 3 and 5. These entries may be made with locally procured stamps for the DVA and Department of Labor. If item 18 is filled with other entries and a continuation sheet is not otherwise needed, make the entries on the reverse side of copy 2. Disclosure of copy 6 is recorded in item 20 of the DD Form 214.	Copy 3 to DVA Data Processing Center, Austin TX 78772 or Louisiana Claims Control Center, UCX/UCFE, PO Box 94246, Capital Stations, Baton Rouge LA 70804-9246.
50	19a	Mailing Address After Separation	Obtain from the member. This must be a permanent address or a permanent address of someone who will forward mail to the member.	3209 Woodchuck Lane, Peoria IL 61650; or c/o John Smith, P.O. Box 115, Sydney AK 14561-1124.
51	19b	Nearest Relative	Obtain Name, Address and ZIP Code of nearest relative.	Gary L. Jones, 124 Will Rogers, Schertz, TX 78154.
52	20	Member Requests Copy 6 Be Sent to Director of Veterans' Affairs	Mark YES or NO with an X. Have member initial the entry. If YES is marked, specify STATE.	CA.
53	21	Signature of Member Being Separated	Sign the original in ink. If the signature is not legible on all copies, sign again on other copies as necessary.	If member cannot sign or refuses to sign, see note 6.
54	22	Typed Name, Grade, Title, and Signature of Official Authorized To Sign	The signature of the authorizing official indicates that the information on the certificate is as correct as the records permit and that the separation is valid and authorized by the approval authority. Officers, NCOs in grade E-7 or above, or civilians in GS-7 or above may sign as authorizing official. The Director of Personnel or MPF Chief (Major or above) may authorize the Chief, Personnel Relocation Element (SSgt or GS-5 or above), in writing, to serve in this capacity.	John S. Doe, MSgt, USAF, NCOIC, Personnel Relocation Element.
55	23	Type of Separation	Take from the separation order. Refer to attachment 1 for explanation of terms. Members placed on TDRL are categorized as "Release from Active Duty."	DISCHARGE; RELEASE FROM ACTIVE DUTY; RELEASE FROM VOID ENLISTMENT; DISMISSAL; RETIREMENT; or ENTRY LEVEL SEPARATION, as appropriate.

56	24	Character of Service	As determined under directives authorizing separation. For officers dismissed by court-martial enter NOT APPLICABLE. For airmen whose separation is described as void or entry level, enter uncharacterized.	HONORABLE; UNDER HONORABLE CONDITIONS (GENERAL); UNDER OTHER THAN HONORABLE CONDITIONS; BAD CONDUCT; or DISHONORABLE.
57	25	Separation Authority	Cite the applicable directive (see note 7).	AFIs 36-3207, 36-3208, and so on.
58	26	Separation Code	Enter the SPD for the specific authority for separation (see note 9).	KND
59	27	Reentry Code	Enter RE code for RegAF and ResAF airmen being separated. For other ResAF airmen and all officers, enter NOT APPLICABLE.	IJ, or NOT APPLICABLE.
60	28	Narrative Reason for Separation	See AFR 700-20, volume 2, SDC SE-602, part 1, for list of SPDs and narratives. Use currently authorized abbreviated narrative statements. For members who are separated for voluntary or involuntary convenience of the Government, enter "Convenience of the Government" after the narrative reason (see notes 8 and 9).	Expiration of term of service; Retirement after 30 years of service; Resignation - Hardship - Conditions Not Disability - Convenience of the Government.
61	29	Dates of Time Lost During This Period	For airmen show period or periods of time lost to be made good under 10 U.S.C. 972. For officers show dates of absence without leave (Article 86, UCMJ).	10 Sep 75 through 1 Oct 76.
62	30	Member Requests Copy 4	Member initials blank space to indicate receipt of copy 4. Copy 4 will automatically be issued to members.	

NOTES:

1. Every item must have an entry. If the space in an item is too small for the required data, type "See Remarks" in the item and complete the entry in item 18.
2. If member does not agree with the place of entry (POE) reflected, refer to the original DD Form 4 in the MPerR or contact HQ AFMPC/DPMAPE when you cannot determine the POE.
3. Time spent in an enlistment that is determined to be fraudulent and has been specifically terminated by reason of fraud is not creditable service. See Department of Defense Military Pay and Allowances Entitlement Manual, part 1, chapter 1.
4. Continuous active military service means that a member has no break in active military service. In the case of a Reservist, continuous active military service means continuous active duty. When

a Reservist completes an active tour that exceeds 90 days, DD Form 214 reflects only those actions accomplished during the period covered by the form.

5. Member must provide proof of VEAP contribution: either a copy of the allotment authorization for active duty or retired personnel showing contributions to VEAP (Company Code 9999963); a copy of the member's quarterly statement of VEAP contributions (AFAFC Form 0-108); or the member's canceled check showing payment to AFAFC/ACF for lump-sum contributions.

6. Enter "Member not available to sign" if the member cannot sign; for example, if a member is on leave awaiting separation or if discharge in absentia has been authorized. If the member will not sign, enter "Member refused to sign".

7. For discharge or dismissal by sentence of court-martial, refer to the order directing execution of the sentence. For example: General Court Martial Order (Number).

8. The item 28 entry for an Air National Guard and Air Force Reserve member being separated from:

8.1. Initial active duty training is Completion of Initial Active Duty Training, or, if the training period is terminated before completion, Termination of Initial Active Duty Training.

8.2. Active duty training of 90 days or more tours are Completion of Required Active Duty Training.

8.3. Special tours of active duty in support of the active force are Completion of Required Active Service.

8.4. AGR tours are Completion of AGR military duty tour or Termination of AGR military duty tour.

9. The item 26 entry for 8.1, 8.2., 8.3., and 8.4 in note 8 should be *not applicable*.

Table 5. Distributing DD Form 214.

	A	B	C
R U L E	Copy	Recipient	Instructions
1	1	Member	If the member is an alien, comply with section H.
2	2	Master Personnel Record	Send to record custodian (AFI 36-2608) with FRGp. (See note 1.)
3	3	Veterans' Administration (VA) (see notes 2 and 3.)	Mailing address: Department of Veterans' Affairs, Data Processing Center (214), 1615 E. Woodward St, Austin TX 78772. Destroy if the member is continuing on active duty. (See table 2.)
4	4	Member	Ask the member to read paragraph 10.1.2. Explain how important the copy.
5	5	Department of Labor (see note 2.)	Mailing address: Louisiana Claims Control Center, UCX/UCFE, P.O. Box 94246, Capital Station, Baton Rouge LA 70804-9246.
6	6	State Director of Veterans' Affairs (see note 2.)	Forward only if member requests by initialing item 20 and specifying the state. See attachment 4 for mailing addresses of state offices. Otherwise destroy.
7	7	Field Record Group	For Air Reserve component personnel. See note 1, otherwise, file in the relocation folder.

NOTES:

1. For Air Reserve component members forward original copy 2 to ARPC/DSMR, (see [Attachment 1](#)) immediately on completion of duty for which the DD Form 214 was prepared.
2. AFI 37-132 requires you to account for disclosure of personal data. Record the distribution of copies 3 and 5 in item 18 of copy 2 of the DD form 214 (master personnel record copy), for all personnel released from active duty, discharged, or retired. Record the disclosure of copy 6 in item 20 of DD Form 214.
3. Reproduce copy 3 to be forwarded with the medical records. See note at [Attachment 4](#).

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, TERMS, AND ADDRESSES

References

Title 5, U.S.C.

Title 8, U.S.C.

Title 10, U.S.C.

Title 32, U.S.C.

DoD Directive 1332.30, *Separation of Regular Commissioned Officers*, 12 Feb 86

DoD Directive 1332.14, *Enlisted Administrative Separations*, 28 Jan 82.

DoD Instruction 1336.1, *Certificate of Release or Discharge from Active Duty* (DD Form 214/5 Series), 6 Jan 89.

Abbreviations and Acronyms

ADT—Active duty for training

AFBCMR—Air Force Board for Correction of Military Records

AFDRB—Air Force Discharge Review Board

AFMPC/DPMARS1—Officer Separations Section

AFMPC/DPMARS2—Airman Separation Section

AFMPC/DPMDO—Records Management Division

AFMPC/DPMDOA—Airman Action Branch

AFMPC/DPMDOO—Officer Action Branch

AFSC—Air Force Specialty Code

AGR—Active Guard Reserve

ANGUS—Air National Guard of the United States

ARPC—Air Reserve Personnel Center

ARPC/DSMR—Reference Services

BCD—Bad Conduct Discharge

CONUS—Continental United States

COG—Convenience of the Government

CRPO—Consolidated Reserve Personnel Office

DD—Dishonorable Discharge

DFAS—Defense Finance Accounting Service

DoD—Department of Defense
FRGp—Field Record Group
HQ AFMPC—Headquarters Air Force Military Personnel Center
HQ USAF—Headquarters United States Air Force
IADT—Initial Active Duty for Training
IMA—Individual Mobilization Augmentee
INS—Immigration and Naturalization Service
MAJCOM—Major command
MPerRGp—Master Personnel Record Group
MPF—Military Personnel Flight
MSO—Military Service Obligation
MSPP—Mission Support Personnel Programs
MSPPP—Mission Support Personnel Programs-Separations
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer In Charge
NPRC—National Personnel Records Center
OPR—Office of primary responsibility
PAFSC—Primary Air Force specialty code
PDS—Personnel Data System
RIP—Report of Individual Personnel
SDC—Standard data change
SDN—Separation designation number
SGLI—Service Members Group Life Insurance
SPD—Separation program designator
SSB—Special Separation Benefit
SSN—Social Security number
TAMP—Transition Assistance Management Program
TDRL—Temporary Disability Retirement List
TDY—Temporary duty
UCMJ—Uniform Code of Military Justice
UPRG—Unit Personnel Records Group
USAFR—United States Air Force Reserve

U.S.C.—United States Code

VEAP—Veterans' Educational Assistance Program

VSI—Voluntary Separation Incentive

Terms

Active duty—Full time duty in a military service of the United States. A general term applied to all active military service, including full-time National Guard duty, without regard to duration or purpose.

Active Duty for Training—A tour of active duty that is used to train members of the Reserve Components. It provides trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member must return to nonactive status after the period of active duty for training (ADT). ADT includes annual training, special tour of ADT, school tours, and the initial duty for training performed by nonprior service enlistees.

Active Duty Guard and Reserve—All personnel of the National Guard and Reserve Forces serving on extended active duty (under 10 U.S.C. or full-time National Guard duty under 32 U.S.C.).

Airman—An enlisted person in the US Air Force in any component.

Characterization of Service—A determination of a member's military behavior and performance of duty during a specific period of service. Choices are honorable; under honorable conditions (general); under other than honorable conditions; bad conduct; dishonorable; and uncharacterized.

Continuous Active Military Service Date—Date from which a member has been in active military service without a break.

Discharge—Severance from all military status. **EXCEPTION:** For a member of the Air National Guard of the United States (ANGUS), discharge may be from the ANGUS only, with concurrent transfer to the US Air Force Reserve for the remainder of a military service obligation. It does not include dismissal as a result of trial by general court-martial or "dropped from the rolls" of the Air Force under 10 U.S.C. 1161(b) or 1163(b).

Extended Active Duty—A tour of active military service (usually for more than 90 days) performed by a member of the Air Reserve components. Strength accountability for persons on EAD changes from the Air Reserve components to the active force. Strength accountability does not change for statutory tour officers on EAD in accordance with 10 U.S.C. 175, 678, 265, 8496, 8021, 8019, and 8038.

Honorable—The honorable characterization is appropriate when the quality of the airman's service generally has met Air Force standards of acceptable conduct and performance of duty. It may also be appropriate when a member's service is otherwise so meritorious that any other characterization would be inappropriate.

Initial Active Duty for Training—The first period of active duty for training prescribed by law or regulation for nonprior service enlistees. It trains members in a military specialty.

Member—An officer, warrant officer, Air Force Academy cadet, or airman.

Noncontinental United States (Non-CONUS) Resident—A person whose official home of record, as defined by the Joint Travel Regulations, is Alaska, Hawaii, Guam, Puerto Rico, US Virgin Islands, American Samoa, or the Canal Zone (since 1 October 1979).

Officer—A commissioned or warrant officer of the Armed Forces.

Release—Separation from a void enlistment or induction that does not involve a regular discharge. A DD Form 214 is issued but not a discharge certificate.

Release From Active Duty—End of active duty status. This term applies to members of the Regular Air Force who are transferred to a Reserve component to complete their military service obligations and to members of Reserve components who revert to inactive status in their Reserve organizations.

Reserve Components—The Reserve components of the Air Force are the Air National Guard of the US and the US Air Force Reserve. The three types of Air Reserve Forces are Ready Reserve, Standby Reserve, and Retired Reserve.

Separation—A general term that includes discharge, release from active duty, release from custody and control of the Armed Forces, or transfer to a Reserve component.

Temporary Disability Retired List—A list of physically unfit members whose disability has not stabilized to the point where its severity, percent of disability, or ultimate disposition can be accurately assessed.

Under Honorable Conditions (General)—If an airman's service has been honest and faithful, it is appropriate to characterize as under honorable conditions. Characterization of service as general is warranted when significant negative aspects of the airman's conduct or performance of duty outweigh positive aspects of the airman's military record.

Under Other Than Honorable Conditions—An airman's service may be characterized as under other than honorable conditions only if the member is given an opportunity for a hearing by an administrative discharge board or requests discharge in lieu of trial by court-martial. Characterization of service as under other than honorable conditions may be appropriate when the reason for separation is based on a pattern of behavior or one or more acts or omissions that constitute a significant departure from the conduct expected of airmen.

Figure A1.1. Addresses

Department of State Visa Office SCA/VO

State Annex No 2

Washington DC 20520

HQ AFMPC/DPMARS1

550 C Street West, Suite 11

Randolph AFB TX 786001-4713

HQ AFMPC/DPMARS2

550 C Street West, Suite 11

Randolph AFB TX 786001-4713

HQ AFMPC/DPMDOM2D

550 C Street West, Suite 21

Randolph AFB TX 786001-4723

HQ AFMPC/DPMDOA

550 C Street West, Suite 20

Randolph AFB TX 786001-4722

HQ AFMPC/DPMDOO

550 C Street West, Suite 19

Randolph AFB TX 786001-4719

HQ ARPC/DSMR

6760 E Irvington Pl #4600

Denver CO 80280-4600

HQ ARPC/DSMP

6760 E Irvington Pl #4450

Denver CO 80280-4450

Immigration and Naturalization Service

425 I Street NW

Wash DC 20536

NPRC/MPR, GSA

9700 Page Ave

St Louis MO 63132-5200

Attachment 2

WAR AND MOBILIZATION PROCEDURES

A2.1. When authorized by the President of the United States or the Congress, the active force may be expanded by mobilizing the Reserve Forces to satisfy an emergency requirement. Usually under these circumstances, it is necessary to minimize the number of Air Force personnel leaving active duty. The Government suspends certain officer and enlisted voluntary and involuntary discharges, releases, and retirements.

A2.2. The President may suspend any provisions of law relating to promotion, retirement, or separation applicable to any member of the Armed Forces whom the President determines to be essential to the national security of the United States. The President may do so during any period when members of a Reserve component are serving under an order to active duty authorized by sections 672, 673, or 673b of the U.S.C., Title 10.

Attachment 3

CONTINUATION SHEET FOR DD FORM 214

(date of separation)

1. Name:

2. Department, component, and branch:

3. Social Security number:

4a. Grade or rank:

4b. Pay grade:

Items continued: (see note)

***** LAST ITEM *****

(signature of separating member) (signature of official authorized to sign)

(typed name of member) (typed name, grade, title)

Attachment 4

STATE VETERANS' AFFAIRS DIRECTORS

NOTE:

Send the reproduced copy 3 of DD Form 214 to be forwarded with medical records to:

The VA Hospital, if a member is transferred there; or

The VA regional office with jurisdiction over the member's permanent address, if the member completes VA Form 21-526, Veteran's Application For Compensation or Pension. Find addresses for regional offices in the VA pamphlet, Federal Benefits for Veterans and Dependents.

ALABAMA

Director

Department of Veterans' Affairs

P.O. Box 1509

Montgomery AL 36192-3701

ALASKA

Director

Dept of Military and Veterans' Affairs

P.O. Box 5800,

Ft Richardson AK 99505-0800

AMERICAN SAMOA

Veterans' Affairs Officer

Office of Veterans' Affairs

American Samoa Government

P.O. Box 2586

Pago Pago AS 96799

ARIZONA

Director of Veterans' Affairs

Arizona Veterans' Service Commission

3225 North Central, Suite 910

Phoenix AZ 85012

ARKANSAS

Director

Department of Veterans' Affairs

c/o VA Regional Office, P.O. Box 1280

North Little Rock AR 72215

CALIFORNIA

Director

Department of Veterans' Affairs

1227 O Street, Room 200A

Sacramento CA 95814

COLORADO

Director

Division of Veterans' Affairs

Department of Social Services

1575 Sherman Street, Room 122

Denver CO 80203

CONNECTICUT

Commandant

Veterans' Home and Hospital

287 West Street

Rocky Hill CT 06067

DELAWARE

Chairman

Commission of Veterans' Affairs

P.O. Box 1401

Dover DE 19901

DISTRICT OF COLUMBIA

Chief

Officer of Veterans' Affairs

941 North Capitol Street, N.E.
Room 1211 F
Washington DC 20421

FLORIDA

Director
Division of Veterans' Affairs
P.O. Box 1437
St. Petersburg FL 33731

GEORGIA

Commissioner
Department of Veterans' Service
Floyd Veterans Memorial Bldg, Suite E - 970
Atlanta GA 30334

GUAM

Office of Veterans' Affairs
P.O. Box 3279
Agana, Guam 96910

HAWAII

Director
Department of Veterans' Affairs, Veterans' Benefit Counselor,
P.O. Box 50188
Honolulu HI 96850

IDAHO

Administrator
Division of Veterans' Services
P.O. Box 7765
Boise ID 83707

ILLINOIS

Director

Department of Veterans' Affairs
P.O. Box 19432, 833 S. Spring St
Springfield IL 62794-9432

INDIANA

Director
Department of Veterans' Affairs
707 State Office Building
100 North Senate Avenue
Indianapolis IN 46204

IOWA

Administrator
Veterans' Affairs Division
7700 N.W. Beaver Drive
Camp Dodge
Johnston IA 50131-1902

KANSAS

Executive Director
Kansas Veterans' Commission
Jayhawk Tower, Suite 701
700 S.W. Jackson St.
Topeka KS 66603-3510

KENTUCKY

Director
Kentucky Center for Veterans' Affairs
600 Federal Place, Room 1365
Louisville KY 40202

LOUISIANA

Executive Director
Department of Veterans' Affairs

P.O. Box 94095, Capitol Station
Baton Rouge LA 70804-4095

MAINE

Director
Bureau of Veterans' Services
State Office Building Station #117
Augusta ME 04333

MARYLAND

Executive Director
Maryland Veterans' Commission
Federal Building - Room 110
31 Hopkins Plaza
Baltimore MD 21201

MASSACHUSETTS

Commissioner
Department of Veterans' Service
100 Cambridge Street - Room 1002
Boston MA 82202

MICHIGAN

Director
Michigan Veterans' Trust Fund
Ottawa Bldg, No. Tower, 3rd Floor
Lansing MI 48909

MINNESOTA

Commissioner
Department of Veterans' Affairs
Veterans Service Building, 2nd Floor
St. Paul MN 55155

MISSISSIPPI

President
State Veterans' Affairs Board
State Veterans' Home
4607 Lindberg Drive
Jackson MS 39209

MISSOURI

Director
Division of Veterans' Affairs
P.O. Drawer 147
Jefferson City MO 65101

MONTANA

Administrator
Veterans' Affairs Division
P.O. Box 5715
Helena MT 59604

NEBRASKA

Director
Department of Veterans' Affairs
P.O. Box 95083, State Office Building
Lincoln NE 68509

NEVADA

Commissioner
Commission for Veterans' Affairs
1201 Terminal Way, Room 108
Reno NV 89520

NEW HAMPSHIRE

Director
State Veterans' Council
359 Lincoln Street

Manchester NH 03103

NEW JERSEY

Director of Veterans' Affairs & Defense

Eggert Crossing Road, CN340

ATTN: AD-RAB

Trenton NJ 08625-0340

NEW MEXICO

Director

Veterans' Service Commission

P.O. Box 2324

Santa Fe NM 87503

NEW YORK

Director

Division of Veterans' Affairs

State Office Building #6A-19

Veterans Highway

Hauppauge NY 11788

NORTH CAROLINA

Asst Secretary For Veterans' Affairs

Division of Veterans' Affairs

325 North Salisbury Street, Suite 1065

Raleigh NC 27603-1388

NORTH DAKOTA

Commissioner

Department of Veterans' Affairs

1411 32nd Street South

Fargo ND 58106-9003

OHIO

Director

Division of Veterans' Affairs
Federal Office Building
1240 East 9th Street
Cleveland OH 44199

OKLAHOMA

Director
Department of Veterans' Affairs
P.O. Box 53067
Oklahoma City OK 73152

OREGON

Director
Department of Veterans' Affairs
Oregon Veterans' Building
700 Summer Street, N.E.
Suite 150
Salem OR 97310-1270

PENNSYLVANIA

Bureau for Veterans' Affairs
Director of the Pennsylvania
Department of Military Affairs
Fort Indiantown Gap
Bldg 5-0-47
Annville PA 17003-5002

PUERTO RICO

Director
Bureau of Veterans' Affairs & Human Resources
Department of Labor
505 Munoz Rivera Avenue
Hato Rey PR 00918

RHODE ISLAND

Chief

Veterans' Affairs

Metacom Ave

Bristol RI 02809

SOUTH CAROLINA

Director

Department of Veterans' Affairs

Brown Start Office Building

1205 Pendleton Street

Columbia SC 29201

SOUTH DAKOTA

Director

Division of Veterans' Affairs

500 East Capitol Avenue

State Capitol Building

Pierre SD 57501-5083

TENNESSEE

Commissioner

Department of Veterans' Affairs

215 8th Avenue, North

Nashville TN 37203

TEXAS

Executive Director

Veterans' Affairs Commission of Texas

Box 12277, Capitol Station

Austin TX 78711

UTAH

Veterans' Benefits Coordinator

P.O. Box 45011
150 West North Temple
Salt Lake City UT 84145

VERMONT

Director
State Veterans' Affairs
120 State Street
Montpelier VT 05620-4401

VIRGINIA

Director
Division of War Veterans' Claims
210 Franklin Road, S.W.
Room 1002
P.O. Box 809
Roanoke VA 24004

VIRGIN ISLANDS

Director
Division of Veterans' Affairs
P.O. Box 890
Christainsted
St. Croix VI 00820

WASHINGTON

Director
Department of Veterans' Affairs
P.O. Box 9778, Mail Stop PM-41
Olympia WA 95804

WEST VIRGINIA

Director
Department of Veterans' Affairs

1321 Plaza East, Suite 101
Charleston WV 25301-1400

WISCONSIN

Secretary

Department of Veterans' Affairs

P.O. Box 7843

77 North Dickinson Street

Madison WI 53707

WYOMING

No DVA

Attachment 5

DISCHARGE REVIEW FACT SHEET

A5.1. What Is a Discharge Review? In a Discharge Review, your discharge is examined to decide whether the Service discharged you correctly and whether your service was characterized fairly. Discharge policies and procedures change from time to time. The Boards that review discharges must consider these changes in reviewing your discharge. You may benefit from these changes if you apply.

A5.2. Who Is Eligible To Apply for a Discharge Review? Former service members may apply for a discharge review or correction of records. If the former service member has died or is not mentally competent, the surviving spouse, next of kin, or legal representative may sign the application but legal proof must accompany the application.

A5.3. How To Apply for a Discharge Review

STEP 1: You can apply and present your case on your own but several organizations are available to help you. These organizations provide free counsel or a representative to assist you in your discharge review. The national service organizations (American Red Cross, American Legion, Disabled American Veterans, Veterans' of Foreign Wars, Jewish War Veterans) are listed on the reverse side of the DD Form 293, **Application for Review of Discharge or Dismissal From the Armed Forces of the United States**. You can find the local chapter address and telephone number in the telephone directory.

STEP 2: You do not have to get a copy of your military records but they may help you to prepare your discharge appeal, to discuss your case with a counsel or representative, and to understand the official reason for your discharge. You can get a copy of your records at no charge.

Use the attached SF 180, **Request Pertaining to Military Records**, to request a copy of your records *before* you send in your application form. In section 2, number 1, of SF 180, write "complete service and medical records." In section 2, number 4, write "discharge review."

STEP 3: Submit the right application form. There are two Air Force Boards that consider requests to change the characterization and reason for discharges, each of which requires a different application form. You may wish to apply first to the Air Force Discharge Review Board (AFDRB) using DD Form 293. If the AFDRB's decision is unfavorable, you may apply to the Air Force Board for Correction of Military Records (AFBCMR) using DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, U.S.C., Section 1552**. However, you are not required to apply to the AFDRB first. You may apply directly to the AFBCMR.

STEP 3.1. To ask for a better type of separation, use DD Form 293 to apply to the Air Force Discharge Review Board (AFDRB), if one of the following applies:

You received an *entry level separation*;

Your service was characterized as *under honorable conditions (general)*.

Your service was characterized as *under other than honorable conditions*.

You received a *bad conduct discharge* as the result of trial by special court-martial.

You want to change the reason and authority for discharge.

Fewer than 15 years have elapsed since you were discharged.

STEP 3.2.

Use DD Form 149 to apply to the Air Force Board for Correction of Military Records (AFBCMR) if one of the following applies:

You want to be reinstated.

You have been previously denied by the Discharge Review Board.

You were tried by a general court-martial and sentenced to *dismissal* or *bad conductor dishonorable discharge*.

You feel your reenlistment code is incorrect or unjust.

Fifteen years or more have elapsed since you were discharged. **Note: AFBCMR applications ordinarily must be submitted within three years of discovering errors or injustices in military records.**

STEP 4: Once you have filled out as much of the form as you can, following the instructions on the back, mail it to the address shown for your branch of service.

A5.4. Frequently Asked Questions.

A5.4.1. Can I Review Previous Decisions of the Review Boards? Yes. There is an index of decisions of the Review Boards that might help you appeal your discharge. The index identifies cases that might be similar to yours and tells why the Review Boards decide to upgrade cases. Your state Veterans' Affairs Office or one of the service organizations listed on the DD Form 293 can tell you where to find the index. If you feel that the key to the index or prior cases would be helpful in your appeal, you can get copies by writing to:

DA Military Review Boards Agency,
ATTN: SFBA (Reading Room),

Room 1E520, The Pentagon,
Washington DC 20310

A5.4.2. How Can I Get a Copy of the Instruction Under Which I Was Discharged? To get a copy of the pertinent part of the instruction under which you were discharged, as well as the current version of the instruction, write a letter indicating both your date of separation and the reason and (or) authority as shown on your official separation document. You can also obtain a copy of the instruction that guides the Review Boards procedures. Send the request to: DA Military Review Boards Agency, ATTN: SFBA (Reading Room), Room 1E520, The Pentagon, Washington DC 20310

A5.4.3. Do I Have To Go to Washington for the Discharge Review? No. The Discharge Review Boards conduct reviews throughout the country. See the back of DD Form 293. The Correction Boards do not travel; they only conduct reviews in Washington. But the Correction Board almost never requires a veteran to come to Washington DC for a hearing.

A5.4.4. Do I Have To Appear Before a Discharge Review Board in Person? No, but it may help if you do. You may also request that the Board decide whether to upgrade your discharge without a hearing, based on your military service record and any other information you send by mail. The back of the DD Form 293 discusses the types of reviews that are available.

A5.4.5. Where Do I Send My Request for Discharge Review? The addresses to which the forms are to be submitted are listed on SF 180, and DD Forms 149 and 293.

NOTE:

Regardless of any action by a Discharge Review Board, a discharge under other than honorable conditions that resulted from a period of continuous, unauthorized absence of 180 days or more bars you from receiving benefits administered by the Department of Veterans' Affairs.